

Sisseton-Wahpeton Oyate

Job Description

Job Title: Probation Officer

Purpose:

The Probation Officer will provide continuing judicial supervision of offenders that are adjudicated by the Sisseton-Wahpeton Oyate Tribal Court. The goals of probation are to reduce the recidivism rate among adult offenders by formulating individual rehabilitation plans; adequately monitoring adult offenders to verify their compliance/non-compliance with their conditional release.

Duties and Responsibilities:

1. Monitor offenders to ensure they follow the conditions of their probation.
2. Monitor offender's activities such as employment, training and court mandated treatment for substance abuse, counseling or other issues.
3. Make recommendations regarding treatment or rehabilitation plans and report on offender's progress during a period of supervised release.
4. Will require interaction with court, law enforcement officials, SWO Department of Justice Programs, employers, and offenders' relatives and associates.
5. Reviews documents pertaining to legal and social history of offender to conduct pre-hearing or pre-sentencing investigations.
6. Informs offender of legal requirements of conditional release, i.e., visits to office, restitution payments, or educational and employment stipulations.
7. Will provide counseling for family members or extended family and offenders when mandated by the court.
8. Responsible for assuring that offenders obtain court mandated evaluations and that they are in compliance with the recommendations.
9. Assists offender in securing education and/or employment, and refers offender to social resources of community to aid in rehabilitation.
10. Evaluates offender's progress on follow-up basis including visits to home, school and/or place of employment.
11. Secures remedial action by court if necessary.
12. Must review reports from community service supervisors, counselors and other professionals, if the offender is sentenced to community service, or participation in a drug or alcohol rehabilitation program.
13. Become knowledgeable of the Scram Monitoring System as well as drug testing kits utilized by the SWO Tribal Court.
14. Performs other job-related duties as may be assigned.

Requirements:

1. Be able to learn and keep up with changes in laws and regulations.
2. Bachelor's Degree in Criminal Justice, Psychology, Social Work or related field.
3. Two plus years experience in probation and case management.
4. Must have a valid driver's license, insurance, and be able to obtain a Tribal Drivers License.
5. Must adhere to the Tribe's alcohol and drug free policy.
6. Confidentiality is a must.

11/21/2023

Approved _____ Date _____